



DEPUTY ATTORNEY III, CALTRANS
DEPARTMENTAL PROMOTIONAL
CONTINUOUS TESTING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CONTINUOUS TESTING	Applications will be accepted on a continuous basis. Testing is considered continuous.	
WHO MAY APPLY	COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.	
HOW TO APPLY	Applications (STD 678) will be processed on a monthly continuous basis and successful competitors will be merged onto the eligible list. Applicants may only compete once in any 12-month period. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.	
	FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON: Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-4787
	SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.	
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TD line at (916) 227-7857/Calnet 498-7857.	
SALARY RANGE	\$7682 - \$9478	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>	
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to that of Deputy Attorney, Caltrans, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination but must complete two years of such experience before they will be eligible for appointment.)</p> <p>Or II</p> <p>Broad and extensive experience (more than five years) in the practice of civil law, at least three years of which shall have included functioning in a lead capacity involved in complex litigation including extensive appellate practice before State and Federal appellate courts.</p> <p>In addition all candidates must have active membership in The California State Bar.</p>	
POSITION DESCRIPTION	Incumbents in this class are well-experienced attorneys who have developed the expertise necessary to capably perform the most complex and sensitive legal work of the Department of Transportation on an independent basis. A Deputy Attorney III, Caltrans, is usually assigned only the most important legal work such as: (a) condemnation and inverse condemnation, tort liability, construction contract, or other cases which involve a substantial sum; or (b) litigation having unusually important new points of law; or (c) legal research, counseling, or negotiation work on unusually complex problems that have far-reaching implications on the statewide program of the Department. They may work in a lead capacity over the work of other attorneys.	
EXAMINATION INFORMATION	Candidates who meet the Minimum Qualifications will be mailed a supplemental application designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.	

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION
INFORMATION
(CONTINUED)

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

Scope: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis on the supplemental application be measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
- 1. Legal principles and practices with particular reference to the law of eminent domain, public tort liability, contracts, and laws governing public officers and agencies.
 - 2. State Contract Act and the statutes and constitutional provisions governing the organization and conduct of the work of the Department of Transportation.
 - 3. Law relating to public highways.
 - 4. Federal Highways Act and other Federal aid statutes relating to highways.
 - 5. California law relating to acquisition, financing, administration, and construction of toll bridges.
 - 6. Law governing the relations of the Department of Transportation with public utilities and public agencies.
 - 7. Trial and appellate court procedure and of the rules of evidence.
 - 8. Methods used in appraising real property and of the problems involved in negotiating for rights of way.
 - 9. Safety, health, affirmative action and labor relations and the processes available to meet these program objectives.
- B. Ability to:
- 1. Prepare and conduct actions and proceedings before courts and administrative bodies.
 - 2. Analyze and appraise legal problems and apply legal principles and precedents to particular sets of facts.
 - 3. Plan and direct a program of complex legal work and direct the work of assistants.
 - 4. Write clear and concise reports and opinions and dictate difficult legal correspondence.
 - 5. Present oral statements of fact, law, and argument clearly and logically.
 - 6. Maintain the confidence and respect of members of the legal profession and other persons.
 - 7. Effectively contribute to the Department's safety, health, affirmative action and labor relations objectives.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the Department of Transportation. Names of successful competitors will be merged onto the list. Candidates’ eligibility will expire 48 months after it is established.

CAREER CREDITS

Career credits are not granted in promotional examinations.

VETERANS
PREFERENCE POINTS

Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4941, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.